

Chief, Management Staff

9 August 1955

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Records Management Staff Accomplishments Jan-June 1955

1. Attached is a report of the accomplishments of the Records Management Staff from January through June 1955 which indicates an evaluated saving of \$260,032. In addition, there are many benefits shown on which no monetary value was computed.

2. These accomplishments were facilitated thru the promotion of Agency-wide understanding and acceptance of the program by top level review and discussion of a report covering the progress of this Agency in paperwork management, as compared to the findings of the Hoover Commission, and the subsequent distribution of a notice to all personnel pointing up the paperwork management problems inherent in this Agency.

3. I would like to point out too, that not only has the program progressed in the Agency but also the development and education of Records Management Staff personnel has been advanced through Agency sponsored attendance of nine staff members at conferences, conventions, exhibits, schools and inspections of operating facilities of other federal agencies, state governments and commercial organizations.

Attachment

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